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Collections Work Team Essence Notes

Collections Work Team (formerly Collections  
Committee)

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# Collections Work Team Essence Notes

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## **Collections Team**

Essence Notes

August 15, 2016

**Attendees:** Bede Mitchell, Rebecca Ziegler, Debra Skinner, Jessica Williams, Jessica Garner, Clement Lau, Beth Russell, Kim Hall, Greg Vaughn, Jessica Minihan

**Designating permanent shelving ranges to control stacks growth:** The team discussed designating shelving ranges so that when too many books fill a given range, weeding will take place and books will be moved to the Automated Retrieval Collection. It was noted that liaisons would be included in the process. This will decrease constant shifting projects in the stacks. Clement suggested looking at areas based on projections of growth. Jessica Minihan will ask Paolo to work on a proposal to present to library faculty.

**Disaster Plan Sub-Team Update:** Jessica Williams updated the team on the disaster planning team. The team met this month and went through the current plan to identify sections that relate to the physical collection and will need updating. The team will reconvene on September 6 to begin working on the “minor emergencies” and “priorities sections.”

**VHS Tapes:** Debra let the team know that CRS is planning on moving VHS tapes into the ARC. Bede also noted to the team that if faculty members need VHS tapes converted to DVD format, the system's department can do this but that the library cannot offer to convert large numbers of videos to DVD.